



UNIVERSITI TEKNOLOGI MARA SARAWAK KAMPUS KOTA SAMARAHAN
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PRACTICAL TRAINING REPORT

KUCHING HIGH COURT

PREPARED BY:

FELICIA ANAK ALVIN DAPUS

2011339863

PREPARED FOR:

SHARON PEARL HENRY SERUB

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FELICIA ANAK ALVIN DAPUS

2011339863

BACHELOR IN ADMINISTRATIVE SCIENCE (HONS)

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DECLARATION

I hereby declare that the work contained in this practical training report is my own except those which have been duly identified and acknowledged. If I am later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM.

Signed

FELICIA ANAK ALVIN DAPUS

2011339863

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Chapter 1

Introduction of the Organization

1.1 Background of the Organization

The development of court in Sarawak started from James Brooke's colonial era in the year 1842. Judiciary system that was based on English law was introduced and it has been modified so that it is aligned with native customary law in Sarawak. The first Judges and magistrates during Brooke's governance were those administrators who were placed in Sarawak. It was stated under the Federal Constitution of Malaysia, states in Peninsular Malaysia, Sabah and Sarawak will have their own High Court namely High Court of Malaya and High Court of Borneo. Besides, every High Court will be led by a Chief Judge who will be called as Chief Justice and this was changed to Chief Judges in 1994 meanwhile High Court of Borneo was called as High Court of Sabah and Sarawak (Anugerah Kualiti Ketua Menteri Sarawak, 2008).

In order to enhance the management and administration of the courts in Malaysia, the Malaysia Federal Court Chief Registrar Office came up with several strategic plans, which are to instill trust and confidence towards judiciary body, develop competence and with high performance human capital, empowering organizational management. and review and improve fundamentals, laws and regulations. The Registrar office is led by Chief Registrar of Malaysia Federal Court, who is responsible for judiciary affairs and

administration of Federal Court, Appeal Court, High Court and Lower Court including Session Court and Magistrate Court. Besides, there is a Special Court that has been established on 30 March 1993 under Section 7A Constitution Act (Amend) 1993 (Act A848) (Anugerah Kualiti Ketua Menteri Sarawak, 2008).

Today, there were several courts in Sarawak and it is located at the main divisions such as Kuching, Miri, Sibul and Bintulu. Kuching High Court is located at Jalan Gersik, 93050 Petra Jaya, Kuching Sarawak. Those courts are known as the High Court, Session Court and Magistrate Court. Furthermore, management and administration of Kuching High Court are carried out by 'Pusat Tanggungjawab Kuching (PTJ)' and 'Pusat Kos'. 'PTJ' Kuching is responsible to administrate and manage 'Pusat Kos' for Sri Aman, Sibul, Miri and Bintulu. Then, 'Pusat Kos' Sarikei and Mukah are under 'Pusat Kos' Sibul meanwhile 'Pusat Kos' Limbang is under 'Pusat Kos' Miri.

In addition, 'PTJ' Kuching is responsible to ensure that the management and administration all over Sarawak runs smoothly and comply with the rules and regulations stated in the General Order. Therefore, every 'Pusat Kos' needs to refer to the officers in charge at 'PTJ' Kuching for any decision to be made as they have the authority to do so. Pusat Tanggungjawab Kuching is led by a Registrar namely Tuan Azahari Kamal bin Ramli assisted by Puan Dayang Ellyn Narisa bt. Abang Ahmad. There are 22 staff in the administration and service section which is led by En. Mohd. Sopian bin Hj. Mansor (Assistant Administration Officer). Meanwhile, the Account and Finance Section is led by En. Rorton Migon (Assistant Administration Officer) where he works with 13 staff under his supervision.

1.2 Objectives

1. Ensure support services are efficient and effective legislation to enable the court to resolve cases swiftly and smoothly.
2. Ensure that courts have the human resources, finance, physical facilities, information technology equipment and services are adequate and appropriate for perform its functions and duties (Pelan Strategik 2011-2015).

1.3 Mission

To ensure efficient administration based on justice and being performed efficiently and effectively.

1.4 Vision

To render the court as a body that is efficient, transparent and competent in carry out duties and responsibilities, independent and respects by the society.

1.5 Client Charter

2. Handle cases fairly according to the laws in a minimal time and with cooperation from other parties.
3. Provide an efficient and a friendly counter service.
4. The advantages of Sarawak High Courts are:
 - (i) The use of e-judiciary system
 - (ii) Mobile court

Chapter 2

Schedule of Practical Training

On the 22nd July 2013 I reported for duty to En. Mohd. Sopian bin Hj. Mansor (Penolong Pegawai Tadbir Kanan N36) who will be my supervisor during my practical training in Kuching High Court. Then, I was introduced to the staff in the administration section. There are 22 staff working in the administration section and they are responsible to manage about 344 staff for the judiciary department in Sarawak.

Today, I have learnt about record leaves management from Pn. Isu binti Tomo who is the officer in charge of leaves for all staff of the courts in Sarawak. According to the General Order and Administration Instruction Chapter C, there are 3 types of leave that will be granted to the staff for service, which are:

- 1) Annual Leave
- 2) Half-paid Leave
- 3) Unpaid Leave

Firstly, annual leave can be applied at anytime and the application must be approved by the Head of Department. The formula to get calculates eligible annual leave for staff are as follows:

$$\frac{\text{Period of service until December}}{365 \text{ days}} \times \text{Eligible annual leaves}$$

Figure 1 Leave Calculation Formula

The eligible days of leave are based on the grade in the service. Then, the remaining leaves can be carried forward until third year of service. If it is not being applied, it will become expired for the third year.

However, there are a few conditions for applying annual leaves:

- 1) Based on the service period whichever eligible
- 2) Can be applied at anytime
- 3) Approved by Head of Department
- 4) Balance of unapplied annual leave for the first year can be brought to the third year
- 5) 2 conditions that will change the eligible days for annual leave:
 - Exactly 10 years of service
 - Being promoted

Secondly, half-paid leave is granted for the purpose of health of relatives of the staff such as relatives that are close to the staff including father and mother-in-laws and grandparents. The rate for half-paid leave is 30 days for every 1 year of service and not more than 180 days. There are several conditions for half paid leave:

1. Based on the service period whichever eligible
2. Approved by the Head of Department for not exceed 14 days in a year
3. Approved by Ministry Chief Secretary for period exceed 14 days

Thirdly, unpaid leave is granted for very important personal affairs that will not affect his position as a public service officer. The rate for unpaid leave is 30 days for 1 year

service and must not exceed 360 days. There are a few conditions regarding the unpaid leaves:

1. Based on the service period whichever eligible
2. Minimum requirement is 6 months service
3. Have taken all the annual leave that he eligible to
4. Being recorded in the officer service record book

Besides this, I have also learned about unrecorded leave of the staff for the purpose of examinations in order to improve his or her life. The Head of Department can approve the application based on his discretion. The rate for the day is equivalent to the days of examination only. In addition, unrecorded leave are granted only 30 days in a year. In Kuching High Court, the officer that has the power to approve the application is Tuan Azahari Kamal bin Ramli, Registrar.

Furthermore, I had a short briefing with En. Ishak Haji Sharie regarding the introduction of High Court Sabah and Sarawak which consist of High Court and Lower Court. Then, the Administration and Service and Finance and Account section are responsible to manage human resource and financial resource for all courts in Sarawak.

The Administration and Service section is led by En. Mohd. Sopian bin Haji Mansor (Penolong Pegawai Tadbir N36). There are 22 staffs in Kuching Cost Centre. However, the Financial and Account section are led by En. Rorton Anak Migon (Penolong Pegawai Tadbir N27).

On the 23rd July 2013, I had a short briefing with Cik Dayang Zaleha bt Haji Salleh regarding the selection, placement and retirement of staff for Kuching High Court of

Sarawak. Firstly, the Public Service Commissioner and '*Suruhanjaya Perkhidmatan Kehakiman dan Perundangan (SPKP)*' will select the applicants that are suitable for the vacancy. Then, the interview stage will proceed and then lastly successful candidates will be placed to the courts whichever vacant. Cik Dayang Zaleha is one of the Chief Clerks in the administration section. She is responsible to manage the appointment and retirement of the staff for Kuching High Court. According to her, there are 344 numbers of staff in High Court of Sabah and Sarawak. Besides, she also manages the retirement matters for the staff. She will make sure that the retirement process runs smoothly and she is dealing with the Public Service Commissioner regarding retirement.

In addition, I also had a briefing with Puan Zuraini bt Koloni regarding Training and Development of the staff. There are several processes in order for the staff to join the training. There are two (2) types of training practiced in the organization which are in-house training and out-side training. In house training will be conducted by the judiciary department only. It may only involve a small budget. Training schedule will be advertised in the internet by INTAN, Palace of Justice (POJ) and ILKAP. According to her, the training courses will be applied by the staff himself. Then, the letter for the training will be sent to Kuching High Court saying that the staff is required to attend the training they have applied for. Pn. Zuraini will send the letter and the training schedule to the Registrar of High Court Sabah and Sarawak, Tuan Azahari for his approval. If he approve, then the staff can go for the training. However, they are only provided 7 days training for a calendar year. If there was already 7 days, any officers are not allowed to attend anymore training for that year.

Then on the 24th July 2013 I had a short briefing with Cik Magdelene Anak Miseng the person who is responsible for managing the examinations for the staff all over Kuching High Court. The staff is required to sit for the exams in order to examine their understanding and efficiency in terms of their works. If they pass the examination they will be promoted based on appointment. In addition, the examination can be from Public Service Commissioner or Palace of Justice. Besides, she also manages the performance evaluation of the staff. The staff will be evaluated based on several sections in the performance evaluation report, which are:

Section I : Officer's Details

Section II : Activities and contribution in Training and Unofficial Program

Section III : Job Productivity

Section IV : Personal Quality

Section V : Knowledge and Skills

Section VI : Activities and contribution in Training and Unofficial Program

Section VII : Overall Total Marks

Section VIII : Overall Recommendation and Certification by the First Evaluation
Officer

Section IX : Overall Recommendation by the Second Evaluation Officer

The report also consists of a section which is to evaluate the Annual Work Targets or *Sasaran Kerja Tahunan (SKT)* of the staff in the organization. There are several sections that will be evaluated, which are:

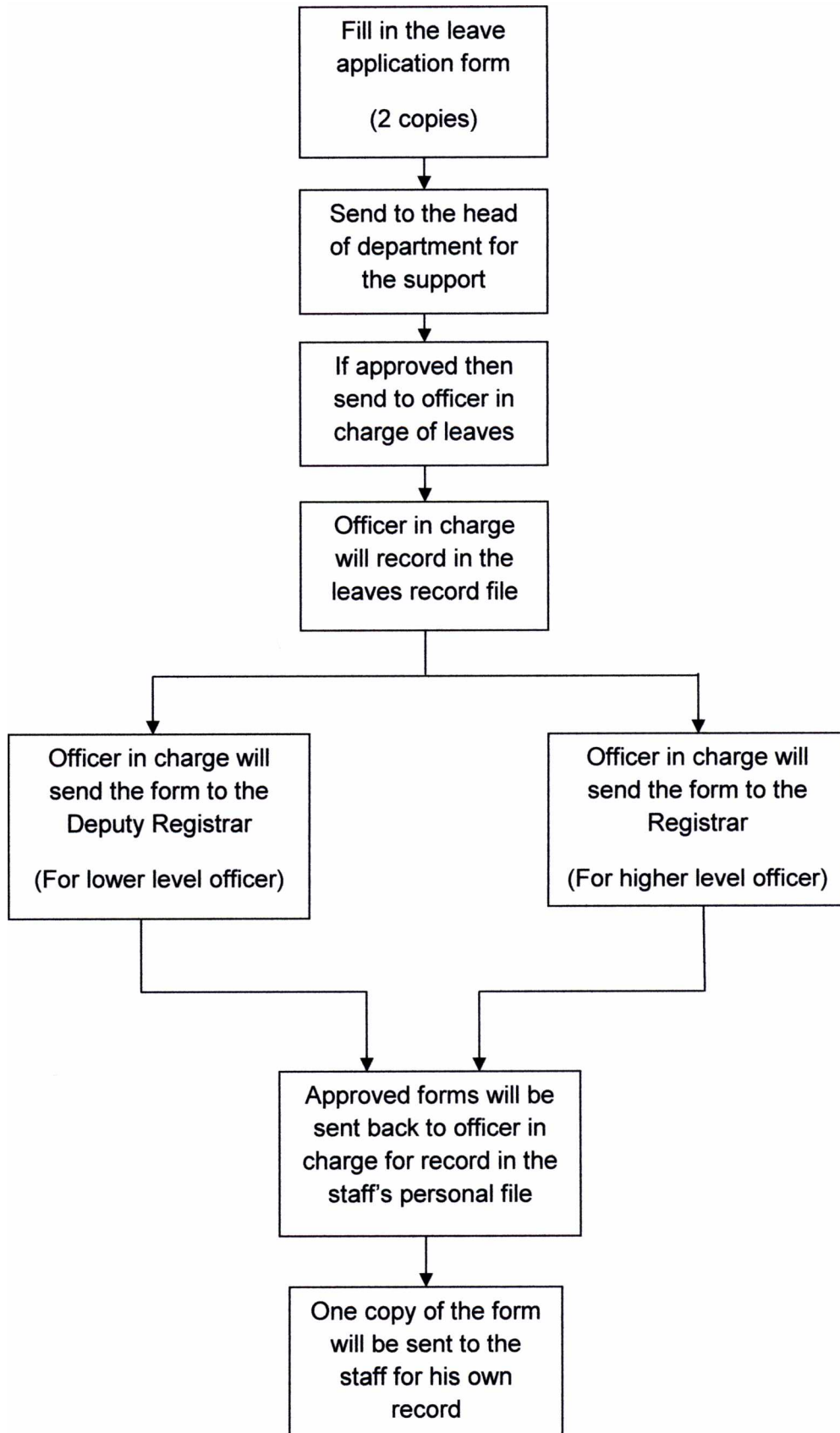
Section I : Determination of Annual Work Targets

Section II : Review the Annual Work Targets for the Mid Year Term

Section III : Overall Report and Reviews if the Achievement in the Annual
Work Targets at the end of the Year by Evaluated Officer and
First Evaluator

Then, I helped Puan Isu who is in charge of leave for the staff in Kuching High Court to record the leave applied by the staff. The processes of the leave are as follows:

Figure 2 Leave Application Process



Besides, I also learned the Human Resource Management Information System (HRMIS) from Puan Yolanda Lebam. HRMIS is a system that used by the organizations to keep all personal information of the staff in an organization. It was introduced by the government to reduce the use of hard copy in government sector. In addition, the government also wants to ensure that the changes of the staff's information can be updated on time. There are several sections in the HRMIS portal, which are Formation and Strategy Evaluation, Human Resource Acquisition, Development, Career Management, Remuneration Benefit and Reward Management, Communication and Employee Discipline Management, Performance Management, Data Posts, Competency Assessment, Personal Record Management, Termination of Service, Information Service, and Administration System. Puan Yolanda monitors the HRMIS for staff in Kuching High Court. She will make sure that the staff information must be updated from time to time. There are 344 staff in Kuching High Court that she has to monitor. The up-dates are key in by the staff themselves as they their information may be confidential.

From 25th July 2013 I step in for Puan Isu to do the leaves record as she was on leaves for Hari Raya preparation. Besides doing the record for the staff in Kuching high court, I also recorded leaves for a staff from Miri High Court as the Kuching High Court administration is the main office that need to be informed by all courts in Sarawak. The staff from Miri High Court is applying unrecorded leaves as she has to sit for the final examination.

On the 26th July 2013 I helped Puan Zuraidah, the Asset Management officer to fill on the Asset Management forms for the ICT (Personal Computer) for the High Court, Lower Court, Administration and Account Section staff. The computers have been bought by the Prime Minister Office and then the asset officers need to record the entry for their inventory in Kuching High Court. There are several processes for the asset to be recorded in the inventory. Firstly Chapter A is Acceptance. The Asset Management officers need to fill in a form which is called as KEW. PA-1. Secondly Chapter B is Registration of the asset. There is a flow chart for the registration of government movable asset in the Ministry/Department/Cost Centre.

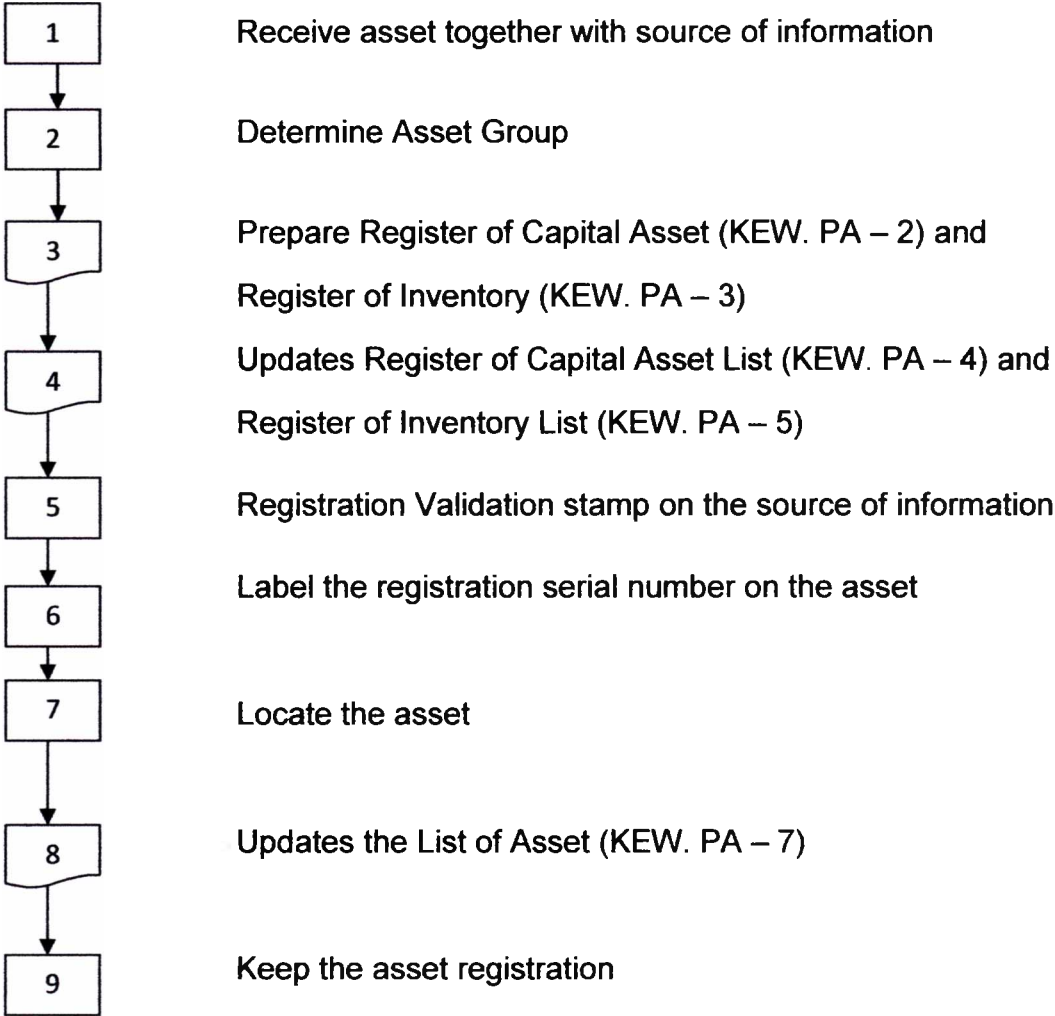


Figure 3 Assets Registration Flow Chart

Chapter C is the Use, Storage and Inspection. The use of government asset is for official business only and it must function by complying with the manual. Any damages on the assets must be reported by fill in the Complaint Form (KEW. PA – 9). The government asset must be kept in a safe place and always be under the observation of the officers in charge. Inspection will also be done by the officers in charge at least once (1) a year. After the inspection the officers need to put forward the Inspection of Capital Asset Report KEW. PA – 10. Then, the Head of Department must put forward KEW. PA – 10 and KEW. PA – 11 together with Inspection of Capital Asset and Inventory Annual Certificate KEW. PA – 12 to the officers in charge.

Chapter D is the Maintenance of the Asset. Maintenance can be divided into 2, which are Preventive Maintenance and Corrective Maintenance. Preventive Maintenance is a scheduled maintenance that has to be taken for the purpose of inspection, services, repair or replacement of component systematically so that it can be functionalized smoothly. Meanwhile, Corrective Maintenance is an action to repair or replace the component so that it can be functionalized based on the standard. There are several maintenance guidelines that need to be followed by the Asset officer, which are:

- (a) Prepare the list of asset that needs maintenance by fill in the KEW. PA – 13
- (b) Plan the maintenance
- (c) Implement the maintenance program
- (d) Record the maintenance in the Register of Maintenance of Capital Asset form
KEW. PA – 14
- (e) Evaluate the maintenance program

- (f) Supervise and monitor the maintenance done by the private sector to ensure that they are comply with the rules provided

Chapter E is Disposal of the asset. The purpose of the disposal are to ensure that the government department does not keep the unusable asset, to save storage space, to get the best returns, and to enable the asset to be transferred to other needed Ministry/Department for several causes. There are several forms that needs to be filled by the asset officer which are KEW. PA – 16 Certificate of Disposal. KEW. PA – 17 Inspection Board Report, KEW. PA - 18 Asset Disposal Attestation Certificate, KEW. PA – 19 Asset Disposal Certificate, KEW. PA – 20 Asset Disposal Annual Report. Besides, there are several disposal methods, which are:

(a) Selling by:-

- (i) Tender
- (ii) Quotation
- (iii) Auction

(b) Waste Disposal

(c) Barter Trade

(d) Trade In

(e) Cannibalize

(f) Transfer

(g) Gift

(h) Destroyed by:-

- (i) Planted
- (ii) Burned-out

- (iii) Thrown-out
- (iv) Drown-out

Chapter F is Loss and Write-off. The asset officers need to get the KEW. PA – 28 Early Report from the head of department and then the asset officer will manage the appointment of investigating officer by using the format in the KEW. PA – 29. Then, he must get the Last Investigation Report KEW.PA – 30 from the investigation committee. After that, in order to write-off the loss asset, the officers need to get Write-off Certificate KEW. PA – 31 from the head of department and put forward to the approval authority within 1 month from the write-off date. Lastly, the officers need to prepare and put forward Disciplinary Action/Surcharge Annual Report KEW. PA – 32 to Treasury by 15 March on the following year. After filling in the forms, I managed the leaves forms for 4 staff as they want to apply their leaves for Hari Raya Aidilfitri. They are Puan Nur Aqilah Johen Abdullah (S716), Encik Awg Chek bin Awg Seli (S185), Encik Arbi bin Sedi (S242) and Encik Abdul Malik bin Saperi (S584).

On the 29th July until 5th August 2013 I updated the leaves records for the approved leaves in which I need to keep it in the staff personal file for their record.

On the 12 August 2013 I helped Encik Rorton, the Assistant Administration in Account section to draft the letter and tentative program of Allocation Performance Meeting which will be held in Sibu in September.

I have also learned about budgeting in Sabah and Sarawak High Court from Encik Rorton. According to him, they are practicing Government Procurement Information System also known as Outcome Based Budgeting (OBB). The expenses performance

by all cost centers need to be monitored and observed on monthly bases and the report needs to be sent to Palace of Justice in Putrajaya. The revenues of court are court fines and case registration fees.

Chapter 3

ANALYSIS

3.1 Management Information System (MIS)

Management Information System (MIS) refers to a computer-based system that provides managers with the tools for organizing, evaluating and efficiently running their departments. In order to provide past, present and prediction information, an MIS include software that helps in decision making, data resources such as databases, the hardware resources of a system, decision support systems, people management and project management applications, and any computerized processes that enable the department to run efficiently. A few years ago there is no computer and computer literate people. In that time everybody depends on man sources to get information for different fields. A man power takes more time to collect correct information and give it to the users. Sometimes the information lost its importance, value and usability cause of late delivery of information. But in modern information era there is need to use information in right manner with organized way. That means MIS helps to use all collected information very easily.

According to Sekhar (2007), management information system can be defined as a system that collects and processes data (information) and provides it to managers all levels who use it for decision making, planning, program implementation and control. An information system comprises of all the components that collect, manipulate and

disseminate data. It includes hardware, software, people, communication systems such as telephone lines and the data itself. In addition, information system is a set of procedures that collects, processes, stores and disseminates information to support decision making and control (Laudon and Laudo, 2003). O'Brien, 2004 defined that MIS produces, pre-specified reports, displays and reposes on a periodic, exception, demand or push reporting basis. A MIS provide information in the form of report and support business decision making. Information system means the collection, storage, processing, dissemination and use of information, this issue is not limited to software or hardware. But consider importance of human and his goal in using technology, values and criteria that used in option, also consider the final evaluation to see those means to achieve goals or not (Rezaeian, 2012).

Management Information System (MIS) is one of the major computer based information system. Its purpose is to meet the general information need of all the managers in the firm. Subunit can be based on functional areas in management level such as Financial, Administration and Asset. MIS can be defined as "an organizational method of providing past, present and future information related to internal operations and external intelligence. It supports the planning, control and operation functions of an organization by furnishing uniform information in the proper time frame to assist the decision makers" (Watson, 1987).

3.1.1 Components of Information Management System

There are three (3) main components of MIS, which are Input, Process and Output. For input in a system there is a need to collect the data. For collection of data there is a need of raw material, energy and data. The process includes manufacturing process, human ability process and mathematical calculations but the data should be processed based on some procedures. Firstly is modifying and organizing the data. Secondly is entering the data. Thirdly is transforming the data to make all data usable in form of information. Then, store all data in secure form. Lastly, control the data in a system there is no repetition of data and use of unnecessary data. The third component of a system is output. The output of the data should be accurate and on time.

3.1.2 Resources of Management Information System

To work on a managerial information system there is a need of some resources includes machine resources and human resources. Firstly, people resources. There is a need of people resources to operate and organize all management information system. People resources can be categorized as end user and information specialists. End user is the client of a management information system. The people who use an information system or produced information include employees and library users are the end users. The second category of people resource is information system specialist. Specialists are those people who developed and operate a system, include system analysts, system operators and software developers. Secondly, hardware resources. Hardware resources are the one of the major resource in MIS. Hardware resources include all kind

of physical device and material which used to process the information. For example, CPU, keyboard, mouse, printer and the like.

Thirdly, software resources. These resources help to operate the system and having all sets of information processing. Software resources not only control hardware programming but control to all procedural information in a right and manage form.

Fourthly, data resources. Data is an unorganized and raw material in an information system. Data has been taken in any form like numerical or alphabetical form but the collection of data should be proper and meaningful. When all the data presented in an organized manner and meaningful then it can be used as information for knowledge and working.

Lastly, networking resources. To use MIS in proper manner there is a need of internet, intranet and extranet. There are several types of resources under network resources. There are communication on media and network support. Communication media consists of all kinds of coaxial cable, twisted-pair wire and fiber optic cable, cellular, satellite and microwave technology. In network support we can include various kinds of network, hardware and software and technologies which use in implementation on organized communication network. For instance, modern internet works process and internet browser packages.

3.1.3 Types of Management Information System

Management information system (MIS) can be categorized into four types of system and these sub-systems having its own specialties and working system. These four systems are Decision Support System (DSS), Executive Information System, Artificial Intelligence and Expert System.

Decision Support System (DSS) is interactive well integrated systems that provides with data tools and models to facilitate semi-structured decision or tactical decisions. DSS are ideally suited for problems like location, selection, indentifying new personnel and analyzing the effect that price increase for resources has on profits. In addition, DSS allows managers to perform goal seeking in an organization which specifies what action a manager or information officers should take in order to accomplish certain goal. For example, MIS is used to assist decision makers in extracting synthesized information from a massive database such as the Current Public Transport Record (CPTR) of Durban. The Durban Unicity Council decided to make use of the Public Transport Management Information System (PTMIS) developed by Stewart Scott. This system is very useful for transport planners and managers (Louw et al, 2001). Another important feature of DSS that an individual or a group of individuals can also use them. DSS that support group decision making are called Group Decision Support System (GDSS). GDSS are a set of interactive well integrated system that facilitate and support group decision making.

Executive information system (EIS) is form of data retrieval system that provided selected and summarized for senior executives, engaged in different kinds of crisis

management and other strategic decision. It is a user friendly interactive system having excellent means and graphical capabilities. A typical way that EIS work is by exception reporting and drilling down to investigate the causes. For instance, a director of an organization may be alerted that a particular department is well over budget. So the head of the respective department would then drill down the data pursuing lower and lower detail.

Artificial Intelligence (AI) is a branch of computer science whose goal is to design and develop machines that have the same intelligence with human being. It tries to end now machines with capabilities and characterization that would indicate intelligence in a human being.

Expert System (ES) also known as knowledge based system is software designed to capture the knowledge and problem solving skills of human expert. ES has three (3) main components, which are knowledge based, interface engine and user interface.

In modern information era there is another kind of MIS, known as Research and Development Information System (R&D Information System). There is a specialized information system in many other areas due to the advances information technology include research and business development. R&D is responsible for creating and developing new and latest information and services in order to better opportunities and better environment.

3.1.3 Advantages of MIS

MIS has facilitated in planning process. MIS provides the quality of an organization or an information centre by providing relevant information for sound decision making. Due to increase in the size and complexity of an organization lost personal contact with the scene of operations. MIS minimized information overload. MIS change the larger amount of data in to summarized form and avoids the confusion which may arise when information officer are flooded with detailed facts. MIS also encourages decentralization. Decentralization of authority is possibly when there is a system for monitoring operations at lower levels. MIS is successfully used for measuring performance and making necessary change in the organization plans and procedures. Furthermore, MIS brings coordination in the organization. It connects all decision centers in the organization. For example, decision making also has been authorized to the lower and middle level of management. By using MIS decision making from these levels can be coordinated with the top management decision. Besides, MIS also makes control easier. MIS serves as a link between planning and control by a system manager in an organization. It improves the ability of management system of an organization to evaluate and improve performance. The use of computer has increased the data processing and storage capabilities and reduces the cost. For example, the managers can refer to the past information can be retrieved as references in order to make good decision.

3.1.4 Disadvantages of MIS

The change of technology in new information era in a very fast way the MIS lead to loss of competitive advantages. MIS can very expensive leading to a new category of solutions. MIS is often seen as too rigid and too difficult to adapt to the specific workflow in a library of an organization. This is cited as one of the main causes of their failure. Many of the integrated links need high accuracy in their applications to work effectively. When an organization can achieve minimum standards and then over time dirty data will reduce the reliability of some applications. Besides, resistance in sharing sensitive internal information between departments can reduce the effectiveness of the system. Some large organizations may have multiple departments or different kinds of subjects with separate, independent resources, missions, and consolidation into a single enterprise may yield limited benefits. Moreover, there are lacks of common sense needed in some decision making in MIS. MIS may encounter information overload. System may become slow, large and hard to manage because of large amount of data and lack of technical staff. This phenomenon is known as system down. Once the system jammed, all the tasks that need to be completed by using the system become delay.

3.2 Human Resource Management (HRM)

Human resource management (HRM) is the development and implementation of systems in an organization designed to attract, develop and retain a high-performing workforce (Maimunah Aminuddin, 2008). Human resource management is an activity found in organizations whether they are business or service-oriented, large or small. Organization is a group of people who work together to achieve common goals. Organization cannot exist without people. Thus, the concept of organization cannot be separated from the need for people.

3.2.1 Objectives of HRM

Ulrich and Lake (1990) held that HRM systems can be the source of organizational capabilities that allow firms to learn and capitalize on new opportunities. Thus, HRM is concerned with achieving objectives such as organizational effectiveness, human capital, and knowledge management, reward management, employee relations.

First objective is to achieve organizational effectiveness. According to Cappelli and Crocker-Hefter (1996), distinctive human resource practices shape the core competencies that determine how firms compete. HRM strategies aim to support programs for improving organizational effectiveness by developing policies such as knowledge management, talent management and creating a great place to work. Purcell et al (2003) described that it is a big idea which consists of a clear vision and set of integrated values.

Second objective is human capital. The human capital in an organization consists of the people who work there and on whom the success of the business depends. Human capital has been defined by Bontis et al (1999) saying that human capital represents the human factor in the organization; the combined intelligence, skills and expertise that gives the organization its distinctive character. The human elements of the organization are those that are capable of learning, changing, innovating and providing the creative thrust which if properly motivated to ensure the long-term survival of the organization. Human capital can be regarded as the prime asset of an organization and businesses need to invest in that asset to ensure their survival and growth. HRM aims to ensure that the organization obtains and retains the skilled, committed and well-motivated workforce it needs. It involves the operation of rigorous recruitment and selection procedures, performance contingent incentive compensation systems and management development and training activities linked to the needs of the business (Becker et al, 1997).

Third objective is knowledge management. Based on Scarborough et al 1999, knowledge management is any process or practice of creating, acquiring, capturing, sharing and using knowledge, wherever it resides, to enhance learning and performance in organizations. HRM aims to support the development of firm-specific knowledge and skills that are the result of organization learning process.

Fourth objective is reward management. MRM aims to enhance motivation, job engagement and commitment by introducing policies and process that ensure that people are valued and rewarded for what they do and achieve and for all the levels of skill and competence they reach.

Next objective is employee relation. The aim is to create climate in which productive and harmonious relationship among each other. Relationship can be maintained through partnership between management and their trade union. For example, the ruling government needs to ensure that the welfare of its employees. CUEPACS is one of the most influential trade unions among public sector employees in Malaysia.

3.3 Human Resource Management System (HRMIS)

The Human Resource Management System (HRMIS) was developed with the human resource management vision, 'To be the Leader in the Development and Management of Human Resource in Order to Achieve the Government's Vision.' The aim is in line with the Government's vision to become a developed nation by 2020.

The Public Service Department (PSD) was selected as the lead agency to spearhead the implementation of the HRMIS as it is the central agency responsible for public service human resource management policies. Officers from the process owner divisions comprising the Remuneration Division, Pension Division, Service Division, Organization Development Division, Training Division (now known as Human Capital Development Division), Management Service Division, Planning, Research and Corporate Division and Psychological Service Division were directly involved in verifying the human resource processes, which were developed for the HRMIS.

The Information Management Division was given the responsibility to manage the implementation of HRMIS and provide information on public service human resource. This role involves three (3) main programs.

First, implementation of the Public Service Human Resource Management Information System (HRMIS) in all public sector agencies, includes activities such the preparation of data base, the establishment of data base through the implementation of the Personal Record Management Service Profile and Personnel Data Management modules and sub-modules, to strengthening data base through the implementation of Resourcing, Organization Development and Separation modules and sub-modules, to expand the

comprehensiveness of HRMIS modules and sub-modules implementation, to change management and customer relations, to establish communication channels at all levels of the agency, to be expert in development, to diversify the learning methods to enhance skills of module owners and users in HRMIS, to prepare infrastructure, to upgrade the capacity of information and communication technology infrastructure at the PSD Data Centre and to ensure accessibility of HRMIS by all agencies.

Second, re-engineering of the HRMIS human resource management business model by means of ensuring that the human resource processes are kept relevant, providing consultancy services for the standardization of human resource policies and management process and being directly involved in the human resources management policy making.

Third, creation of public service human resource database for ensuring integration of human resource management data and obtaining reliable data from authoritative sources through integration of HRMIS with agency legacy systems, to make the database a source of reference for information on human resource management and to expand the use of the Executive Information System (EIS) at the Ministry and State Secretary Administration.

The HRMIS project is a government initiative to ensure that human resource management in the public service produces skilled, trained and motivated workers. The HRMIS that has been developed is now being implemented throughout the Malaysian public service.

The HRMIS is not merely a human resource application system, but more importantly, it represents a new approach for more comprehensive and integrated human resource management in overcoming the many challenges of public sector management.

According to the original HRMIS Agreement, the first phase of the project began on 12 April 1999 and was scheduled to complete on 11 April 2001. The second phase was scheduled to start immediately after that and completed on 11 October 2002. However, the period was extended owing to three changes. The first change was caused by necessity of extending the period for the business improvement process (BIP), which resulted in the first phase being extended till 11 June 2002, and the date of completion for the second phase extended to the 11 March 2004. The second change involved the milestone deliverables from management and operation into 4 packages. The third change entailed the closure of the first phase in 2004.

The main features of the HRMIS are that it is process-drive, it provides for self-service facilities and it is web-based. The application allows all members of the public to update their personal records and to apply for various available service benefits such as leave, travel and training courses. In addition, the data of HRMIS public sector human resource processes stored in a centralized database will facilitate analysis and strategic planning of human resource in the department, ministry, state or national levels. The

changes that are brought about by HRMIS are based on public service trends and practices around the world covering all human resource matters.

The HRMIS human resource management application consists of 11 core modules comprising of 39 sub-modules and two support modules comprising eight sub-modules.

Overall, the HRMIS has 47 modules and sub-modules to complete the entire process of public sector human resource management.

3.3.1 HRMIS Core Modules and Sub-modules

Core Module 1 is Personal Record Management consists of Personal Record, Asset Declaration and Service Profile. Core Module 2 is Competency Assessment comprises of Competency Assessment, Service Examination and Efficiency Level Assessment. Core Module 3 is Career Management which consists of Career Path, Career Path Assessment, Succession Plan and Career Plan. Core Module 4 is Performance Management consists of Performance Management and Confirmation in Service. Core Module 5 is resourcing which consist of Develop Resourcing Action Plan, Acquisition of Competency Owner, Reassignment of Competency Owner, Preparation of Competency Owner for Assignment, Secondment and Promotion. Core Module 6 is Strategy Formulation and Review consists of Develop Tactical Activity, Formulate HR Strategy, Formulate Policies and Procedures, Evaluation of Strategy effectiveness, Long Term Manpower, Job Evaluation, Organizational Development and Develop Position Norms. Core Module 7 is Development consists of Study and Competency Development Program. Module 8 is Employee Communication and Behavioral Management consists of Disciplinary, Counselling and Management Employee Relations. Core Module 9 is Remuneration, Benefit and Rewards consist of Bonus, Claim, Leave, Loan, Medical, Payroll and Remuneration. Core Module 10 is Establishment Data. Core Module 11 is Separation. Meanwhile, Support Module 1 is regarding Security Administration consists of Security and Workflow. Support Module 2 is Information Services consists of Knowing Base, Statistical Report, executive Information System, Decision Support Sysytem, Web Publishing and Government Directory.

3.3.2 HRMIS characteristics

The characteristics of HRMIS are process driven, self-service facilities, web-based, integration of human resource functions, knowledge sharing, in-built human resources policies and regulations and security and workflow.

Firstly, HRMIS is a process-driven application. Public sector human resource management is driven by the built-in application of HRMIS. This means that the updating of data in the HRMIS database is done directly through ongoing transaction processes. The HRMIS has its own system to automatically update any changes of information of the officer. For example, in Module 1 Personal Record Management the staff needs to update any information regarding asset declaration such as house and vehicles in their profile.

Secondly, HRMIS is self-service facilities. This shows that the officer himself will to the updates of information in his portal. This means that the officer will be able to update personal records, apply for and check annual leave, submit claims, monitor work performance, apply for appropriate course, conduct competency assessment, apply for transfer and apply for counseling.

Thirdly, the HRMIS is a web-based application and can be accessed via the internet at anytime and anywhere regardless of the office hours. However, in order to protect the confidential information of officers, government security policy requires all application under the Electronic Government Project to use the EG Net network. This also will help the government to detect cyber crime that give harm the government. Besides, the

government also wants to introduce paperless concept in its service. All the updates will be done via computer.

Fourthly, the human resource management functions have been integrated to take advantage of the concept of single entry, multiple users so that data and information from a module can be used by other modules. It means that the users only enter once but they can use all of the modules in the application.

Next is knowledge-sharing. The human resource management policies enforced through circulars and regulations are stored in the Web Publishing and Knowledge Base sub-modules and can be shared by users to increase their knowledge and skill regarding the policies as well as to keep abreast of current developments. The officers can share any new information and new circular from the ministries with their colleagues so that no want will leave behind.

Then, human resource management business policies and regulations are incorporated in the HRMIS applications. The advantages of the incorporation are verification process is performed at point of entry, automatic checking of qualification of officers and reduced recurring reviews by human resource managers and administrators.

Lastly, the HRMIS application design and technical architecture assure the integrity of information and security access, where upon any addition, amendments or repeals of data cannot be done without the permission of the authorized party. This means that the system will ask for the user name and password before any amendment can be proceed. In addition, human resource management processes are simplified by the setting up of workflow according to the roles and responsibilities of the officers.

3.3.3 HRMIS Implementation in the Public Sector Agencies

The HRMIS was successfully developed on 30 September 2004. Before extending its implementation to all public sector agencies, several steps were taken, including closing of project development and phase which was managed by the consultants. The expansion activities to all public sector agencies would therefore be understood by officers involved in the development of HRMIS project.

First step is the distribution of letter regarding HRMIS implementation. A letter of implementation was issued on 31 May 2005 to the ten pilot agencies to expand the HRMIS implementation. The letter explained that the government agreed to implement the HRMIS application in the pilot agencies involved in the development phase before expanding the project to the rest of the agencies throughout the country. Through Service Circular No. 12 2005 the implementation of the project to the rest of the agencies throughout the country was enforced on 8 June 2008. The HRMIS Introduction and Implementation Mechanism booklet was included as a guide for the agencies.

The implementing agency was required to make some preparation. The agency was required to provide HRMIS base data such as updated organizational chart, staffing according to work place and personnel book; and the list of establishment and its engagement. Besides, they are also required to provide and enhance the local area network because internet is needed in order to update the data. Then, they also need to provide additional computers according to agency needs that meet the specifications of HRMIS. Everybody in the organization must have one computer on his or her table in order to facilitate them in doing HRMIS.

3.3.4 Roles and Responsibilities

There are several agencies responsible in implementing and enforcing the HRMIS in public sector, which are Public Service Department (PSD), Ministry and State Secretary Administration, Malaysia Administrative Modernization and Management Planning Unit, Human Resource Management Division and Information Technology Division, and HRMIS Unit.

The Public Service Department (PSD) as the public sector human resource manager is responsible at the federal level for formulation of policies in the HRMIS implementation. PSD must inform other government agencies regarding the HRMIS that will be implemented throughout the country. The policies must suit the resources that they obtain. Lack of financial resources may cause failure in implementing HRMIS because there will be insufficient budget to buy computers for every staff in every department. In addition, PSD is the one that responsible to ensure smooth operation of the HRMIS application. The application must be user friendly so that it can be easily accessed by the staff and to avoid any complex because some application may have so many steps. Then, PSD also responsible to organize training in the use of HRMIS application. Training must be given to the officer who is managing about human resource management in the office. After attending the training organized by PSD, the officer will train and teach other officers on the HRMIS application.

Second are the Ministry and State Secretary Administration. These bodies are responsible to plan, coordinate and monitor the HRMIS implementation in the Federal and State level. Besides, they will also ensure all HRMIS data base be verified and

updated regularly. This is because computer application becomes advance from day to day. these bodies also responsible to provide experts to help solve technical problems during the HRMIS implementation.

Third is Malaysian Administrative Modernization and Management Planning Unit (MAMPU). MAMPU as the Electronic Government Project coordinator and Government ICT policy maker, including the management of network, responsible to provide assecc facility from agency network to the EG*Net network and smooth integration between internal network at the agency with the EG*Net.

Fourth are Human Resource Management Division and Information Technology Division. The main roles and responsibilities of the HRMIS implementation fell to the Human Resource Management Division with the assistance of the Information Technology Division (ITD). Thus, HRMD is the leading division in the HRMIS implementation at the Ministries and State Secretary Administrations and the agencies under them.

Last is HRMIS unit. This unit was established to ensure that HRMIS activities at the various agency levels could be implemented smoothly and successfully through a sound structure and mechanism. Its functions are coordinating and monitoring the HRMIS implementation at the agencies, ensuring that all HRMIS data base be verified and updated. This unit will make sure that all agencies have the HRMIS application. The application must be updated in order to avoid outdated application. This unit also as the data reference centre for the agencies. This is because the human resource officer is

the one who knows the password of the other staff. The data in the application will be used for performance evaluation as the data consists of details of the staff.

3.4 The importance of the HRMIS in Kuching High Court

The HRMIS was introduced by the government to all government agencies in Malaysia in 2008. The Judiciary department also needs to use this application system so that it can ease the process of managing and monitoring human resources. There are several importance of HRMIS in Kuching High Court.

First, HRMIS will increase productivity of the organization. Productivity will enhanced through faster processing, better work environment, reduction of errors and work overlap, simple operating system and automation of certain activities. Human needs comfortable environment to work in. Due to the advancement of technology, all the work and task are done by using computer. Computer will ease the work of the officer in charge of human resource management records. Then, the self service application will also reduce the workload of the officer in charge in order to reduce over workload to him or her. There are about 344 officers in Kuching High Court. The administration or also known as cost centre needs to manage and monitor these officers around Sarawak such as Sri Aman, Sarikei, Sibul, Bintulu, Miri, Limbang and Lawas courts. Thus, by using HRMIS the information of the officers can be reduce over worked load as it is self service basis. The officer in charge will monitor and remind other officers any matters regarding their HRMIS such as leaves, asset declaration and examinations.

Second, human resource activities will be carried out more easily and simply with a real time and online human resource information system. This is because HRMIS is web-

based application. Means that the all the activities will be conducted via computer and internet. The officers can also updates any information without waiting for office hours like before because the updates are carried out manually. An integrated human resource information system allows that sharing of information in a quick and accurate manner and better communication among the agencies involved. For example, the officers in Lawas can receive the information from Kuching cost center directly and quickly through the email or circular. Everything is within your fingertips. It is fast and convenience as there is paperless system. Any amendment can be done faster than before.

Third, the processing time becomes more efficient through the use of ICT. Before the HRMIS was introduced, the human resource management used paper and manual filing system in order to keep the information of the officers. The officers need to fill in forms every time they want to update their information and this will take time for them to complete it. Thus, after the introduction, the processing time becomes more efficient because it saves time and cost of the officers. For example, if an officer wants to check their leaves balance, they can directly go to the core module 9 Remuneration, benefit and rewards.

Fourth, HRMIS becomes one of the communication channels between employers and employees to share latest news regarding government procedures and circular. The government can upload the circular and new government programs in the HRMIS website under information services module which consist of knowledge base, statistical report, executive information system, web publishing and government directory. The government officers may know what are the programs will be held and was held by the

governments. For example, the officers in Kuching High Court will know the activities carried out by the Federal Court officers as the pictures can be uploaded into the web. Any government circular regarding human resource management will also be up dated by the Ministry of Human Resource and it can be read and spread out by all government officers in Malaysia.

Chapter 4

Recommendations

4.1 Introduction

Human resource management information system (HRMIS) requires new skills and expertise in order to cope with changing technologies and adapting to change in the organizational processes and operations. Thus, training must be conducted in order to ensure that the officer know how to use the system especially the senior officers that do not have any knowledge in computer. It is the role of the Administration section to conduct this training as they need to make sure that all officers are friendly to the new system introduced by the government.

4.2 Strengths of the Human Resource Management Information System (HRMIS)

The strengths of the HRMIS application can be viewed from three perspectives, which are the organization, human resource management and employees.

From the organization perspective, human resource activities will be carried out more easily and simply with a real time and online human resource information system. This means that any activities regarding human resources can be carried out via online and the information can also be channeled more efficient and it will reach all the officers at the same time via email. In addition, standardized human resource policies and procedures as well as the consolidation of human resource information in centralized data bank will facilitate the use of this system by all agencies. All officers will comply with the same procedures regardless of the departments and ministries. There is only one policy and it is apply to all public sectors officers. Then, by using HRMIS, less productive human resource activities can be reduced and more attention can be given to more productive work such as analyzing and planning work which will improve decision-making, implementation and monitoring.

From the human resource perspective, the integration of the overall human resource functions provides for integrated, accurate, fast and reliable human resource information. The HRMIS consist of 11 core modules in one web site will facilitate the human resource managers to monitor the up dates of information of the officers in the organization. Next, human resource management is simplified through the use of technology. This means that technology has helped the human resource manager in decision making and the information can be published in this web so that all government

officers know about the new policy and procedures. All works will be done by computer. Then, centralized collection of information will facilitate analysis and generation of statistical reports relating to human resource management. The information regarding HRMIS can be accessed via online in the HRMIS application.

From the employee perspective, this system will facilitate the communication between employers and employees. Communication is important in the organization as miscommunication can cause conflict in the organization. Thus, by using HRMIS it can reduce miscommunication between employers and employees and directly can avoid conflicts in the organization. HRMIS also will reduce manual and overlapping activities. Seems that all of the information are keyed in by the officers themselves, the manual work of human resource management managers can be reduced. This can avoid overlapping activities. Different officers have different task to be done. Thus, HRMIS can help to reduce overlapping activities of the officers. The system is also user-friendly. This means that users can easily do the form filling via computers.

4.3 Weaknesses of Human Resource Management Information System (HRMIS)

There are several weaknesses of HRMIS to the organization, human resource management and employees.

From the organization perspective, the organization needs to spend a lot of money in order to send the human resource officers for training. This is because this new system needs to be major by the human resource officers as they will train other officers by organizing in-house training and any problems regarding the HRMIS will be asked to the officers. For example, Kuching High Court has to send Puan Yolanda to go to Putrajaya for training. The cost is very expensive and the account section needs to spend more money for training.

From the human resource management, the human resource managers need to make sure that the information in the portal are up-to -date and any outdated information must be take off in order to avoid 'crowded' in the system. Then, the human resource managers also must make sure that the computers in the office is the latest version and they need to provide internet facilities so that the officers can fill the HRMIS forms and up date their information in their portal. In addition, the human resource department must have an Information Technology (IT) unit in the office. This is because the IT unit will responsible to train other officers regarding IT, the computer application and any other things that have connection with computers and IT. Besides, they are the one who is responsible to fix any problem regarding the IT in the office. Thus, the organization needs to send them for training in terms of the latest version of technology so that they will know how to fix the IT problem in the office.

From the employee perspective, HRMIS will increase their burdensome as they need to do it themselves such as updating the information. This is because the managers may do not have time to do all these things as they are busy doing managerial work, planning and to make important decision. They need to focus on their work until they forget to visit HRMIS web site. In addition, the system may also down as all government officers and agencies use the same system. This will slower the process and cause delay in up dating the data in the system. Sometimes this will make the officers angry because if there is an important data to be keyed in as requested by human resource management, they need to up date it on time. Thus, the human resources officers need to keep on remind them to do so but if the system is not properly functional, the officers may use the term 'system down' to delay their updates.

So, before the government implement HRMIS in the public sector, they must ensure that the internet connection, system, the application are up-to- date with the latest version of technology so that minor problems can be solved immediately.

4.4 Recommendations

After completing a month of practical training in Kuching High Court and made some observation, I found that there are weaknesses in the management at all aspects. Although it was just a little weakness, however it needs to be improved because the objective of court is that to ensure that they have the best human resources, sufficient financial, physical facilities, information technology equipment and services are adequate and appropriate for performing functions and duties.

The first suggestion is to reduce the centralized decision making process. In term of approving the leaves, the other officers from Sibul, Miri, Limbang, Lawas, Sri Aman, and Sarikei need to fax their application to Kuching cost center because they do not have any officer to approve it. This may takes time for them to get approval as the officer in charge may busy with other matters regarding courts matters then it will cause delay in the approval process. Then, after the approval, the officer in charge of leaves may call them to inform about their application whether it has been approved or not. Sometimes, the officers in outstation may call for several times and this may cause uncomfortable to the officer in charge as they also do not have the authority to approve the application.

The second suggestion is that the admin section needs to add another one officer to assist Puan Isu for the leaves management tasks. This is because her duty is not only to manage the leave record for officers she also needs to manage in the making of authority cards and passport renewal for top management officers. This may cause overwork load to her. The organization needs to avoid overwork load to the officer as this circumstances will demotivate her.

The third suggestion is the court must have an IT unit in the office. In Kuching High Court, there is only one officer that responsible to deal with IT problem. He is not only dealing with IT, he also plays the role as the asset officer. Sometimes, his overlapping task will cause delay on the other task. He will be busy around the office if there is any problems to the computer in the office. This may cause him physically and mentally exhausted as he needs to do 2 tasks at a time. By having the IT unit, the matters about computers and IT can be deal efficiently by the expertise and this may avoid any delay in the work given.

CHAPTER 5

SUMMARY AND CONCLUSION

5.1 Summary

In chapter one, we were introduced briefly about the history of courts in Sarawak and the names of courts in Malaysia. The government has realized that the duty of courts must be independent so that it can avoid any problems in decision making. The role of courts in Malaysia is to enforce the laws which have been made and approved by the Parliament. Besides, we have also been introduced about the officers in the Administration section and Account section and the role of each one of them in the cost center. Then, we also have make known to the objectives, mission and vision of courts in Malaysia which is to be transparent in decision making and to make sure they must comply with the rules and regulations.

The chapter two of this report revealed the tasks performed everyday for 5 weeks periods. During the practical training in Kuching high court, I have become one of the staffs that performed tasks as what the staffs of Kuching high court are doing. I was assigned to assist Puan Isu in leaves record. Then, I was also assigned to assist Puan Zuraidah in the asset management. These are the major tasks that I have done during my practical training.

Chapter three in the report is about the analysis of the Management Information System (MIS). This system is responsible to manage the raw data and transform it into data base. In order to ensure that the court is not left behind in term of technology and systems, the organization also take advantage of technology which has been introduced by the government so that the tasks given can be done on time and efficient. HRMIS is the application that has 11 core modules and can be divided into three data components which are personal data, establishment data and transaction data. The duties and responsibilities in the implementation phase were granted to Public Service Department (PSD); Ministries and State Administration Secretary; Malaysian Administrative Modernization and Planning Unit (MAMPU); Human Resource Division (HRD) and Information Technology Division (ITD); and Human Resource Unit.

In chapter four, this report revealed the strengths and weaknesses of the information system used in the organization, which is Human Resource Management Information System (HRMIS). The strengths and weaknesses can be seen from three perspectives which are organization, human resource management and employee. Different perspectives have different strengths and weaknesses. Thus, event though new technology had been introduced in Kuching high court as other government agencies had solved the problem in the past; there are still barriers on its implementation. This is because good planning does not guarantee good implementation.

5.2 Conclusion

Kuching High Court is one of the courts of Sabah and Sarawak High Court. It is located in Petra Jaya, Kuching. Their responsibilities are to ensure justice towards the minors and to ensure that the administration activities run smoothly as planned. Sabah and Sarawak High Court must report to the Palace of Justice (POJ) any matters regarding administration and accounting and court cases.

Nowadays, the court also has its own e-filing system (EFS). It allows law firms to file new cases and legal documents to the Court online. E-filing replaces the manual process of submitting hardcopy documents to the Court. Besides, the High Courts in Sabah and Sarawak also has the facilities to search for past and present cases in the portal by keyed in the case number or name and IC number. Then the portal also shows the announcement regarding the sitting of courts in Kuching, Sarawak.

Thus, the Information System is important in the administration nowadays as globalization has occurred around the world. Access to the information must be effective and efficient so that the courts must also make use of the ICT in their sittings and managing the cases, and filing process. Information System eases the tasks of the officers and the managers in the organization as it can be used as a communication channel in the office in order to reduce face-to-face meeting.

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Appendix



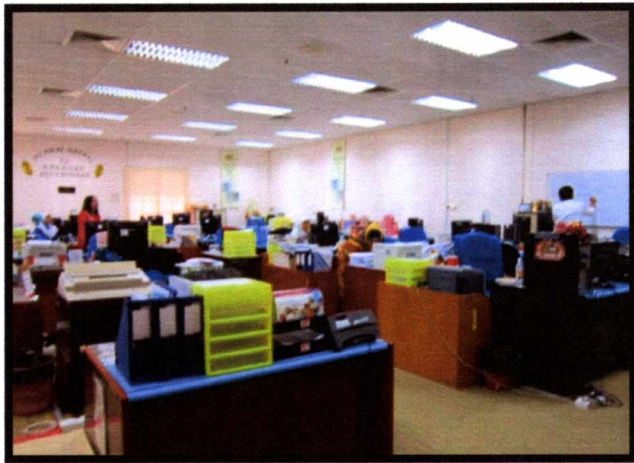
Kuching High Court Complex



Administrative Section



Group Photo with Kuching High Court Administrative Staff



Office Layout



File Cabinets

CARTA ORGANISASI MAHKAMAH KUCHING

Y.A.A HAKIM BESAR

KETUA PENDAFTAR

PERDAFTAR
MAHKAMAH TINGGI KUCHING
GRED UTAMA 'B'
AZHASARI KAMAL BIN RAMLI

HAKIM MAHKAMAH BESYER L64
(MEMANGKU GRED UTAMA 'C')
1. TIMOTHY FINLAYSON JOEL
2. DEAN WAYNE DALY
3. ALLAUDEEN BIN ISMAIL KUP JUSA KHAS C

HAKIM MAHKAMAH BESYER L64
1. SIDOR KENNEDY KUMBORG
2. MAESTRIN AK PAGAN (KUP L64)

PEGAWI PENYELIDIK L48

PER. KASAR PENDAFTAR L41
1. ZULHAIRUL BIN SULAIMAN
2. TANIA ARISSA BINTI ANDI SANFRANG
3. AHMAD ZULPADZLI BIN HAMDAN @
UGING
4. SAIFUL BIN SAYOTI
5. FATIN HAMIM BINTI RUDUAN

SETIAUSAHA HAKIM N36
1. DATIN NOOR JAHAN
BT. KHAWAR KHAN
2. ANNE TAY SUEW GEK
SETIAUSAHA HAKIM N28
1. CATHERINE CHAI
ANAK LIAN
SETIAUSAHA HAKIM N27
1. JAY VANESSA SEBO

JURUBAHASA L26
1. KAMSIAH ABG. CHU

JURUBAHASA L22
1. ROSA POYEN
2. ROHANA BINTI ELLI
3. HASHIM KOPOR
4. LEONG KAM YUK
5. CHIAM CHEW BLAW
CHENG (KUP)
6. JONG FOONG KIAW (KUP)
7. JULIA HANBA (KUP)
8. MARLA BT WAHAB (KUP)
9. JAMIMA ABG SUPAM (KUP)

PERMANTU TADBIR (P/O) N22
1. CHONG NAM SAN (KUP)

PERMANTU TADBIR UNDANG-
UNDANG L22
1. ARBI BIN SEDI

JURUBAHASA L17
1. SHIRELEY SHARIFAH ANAK
YUMAR
2. CORNELIA FRANCIS
3. JENNY GAMPAI
4. VOON HUI CHEN

PERMANTU TADBIR
UNDANG-UNDANG L17
1. ZURAINI SHAKAWI
2. DOREEN SAMENT
3. SUZIE NG PEK CHOO
4. REZEN KIRA
5. HARZAYA SUDIRO
6. NOOR HASMAM
7. ANNA TRACY AK
JOHEN
8. ARTHUR MICHAEL
TOMI
9. LERRY CHINHOI
10. ROLHANSAR B. BOLI

PERGHANTAR NOTIS R3
1. FANYA BIN ISMAIL

PERM. AM PEJABAT R1
1. RICKY AK SUWAI
2. SALMIAH BT. OTHMAN
3. MOHD FEROS B. KHAN
4. GARET SILIGUT

PEGAWI KHAS GRED L41

PER. PEGAWAI TADBIR N36
1. MOHD SOPIAN B. HJ
MANSOR

PERM. PERPUSSTAKAAN S22

PERM. TADBIR (P/O) N17
1. CATHRINA AUSTIN
ENJOI

PERM. AM PEJABAT R1
1. ZULKIFLI B. ARSAT

PERM. AM PEJABAT (ODELI
HAKIM) R1
1. MOHD TARMIZI SALLEH
(KUP R4)
2. ARCHER RYUIR
3. JESSE SERABONG
4. MOHD ASEROWYIE B.
ABDUL HAMID

PERM. AM PEJABAT R1
1. MOUTAPRA TAHA (KUP R4)
2. YUSUF BIN HJ. DAWUL (KUP
R4)
3. JAILL BIN TUAH
4. NOR AGILAH JOHEN
ABDULLAH

PERMANTU KUP R6
1. LIU MAW CHOI
2. BENEDICT AK JANDOM
3. JAKARIA JIGANG
4. MOHAMMAD FIZZUAN (R3)
PEKERJA AWAM R4
1. HELEN KHOO KHIN YENG

TIMBALAN PENDAFTAR KUP L62
MAHKAMAH TINGGI KUCHING
1. DAYANG ELYR BARISA BT. ABANG AHMAD

PER. PEGAWAI TADBIR
N27
1. RORTON AK MIGNON

PERM. AKAUTAN W22
1. NORAZELIN B. ZAIDI
PERM. TADBIR (KUP) W22
1. HANIFAH BT. HAMDANI
(KUP)
PERM. TADBIR (P/O) N22
1. MANSIKWAH BTE. HUSAINI
(KUP)
PERM. TADBIR (KUP) W17
1. IRWAN B. WABSOR
2. AZMI B. KIPRAWI
3. CHAI MOI YENG
PERM. AKAUTAN W17
1. NOELITA BT. AHMAD
PERM. TADBIR (P/O) N17
1. NOOR HARTI BT. DRIS
2. APON AK MUD
3. MERHANI BINTI POJI

PER. KHIDMAT PELANGGAN
1. SUDANSEH BT. HJ ADAM

PERM. TADBIR (P/O) N22 (KUP)
1. ISHAK HJ BHARIE
2. DYGI ZALEHAH BT. ABG
SALLEH
3. MAMUDAH BT. SARATE
4. ZURADAH BINTI RESAT
5. WALING BT. MAS
PERM. TADBIR (P/O) N22 (KUP)
1. ISU BT. TOMO
2. JOSEPH KUTER WOON THO
PERM. TADBIR (P/O) N17
1. KETI BT. MUSA
2. HENRY CHUNDE
3. SYLVESTER SABA
4. MADALEN AK. MISENG
5. ZURAINI BT. KOLONI
6. JOSEPHINE ANG SIOK BEE
7. LEBAM AK KAWI
8. MANSANZAWATI BT.
KABOMA
9. AZHAR BT. MAT SAID
10. DOREEN TAY MOI MOI

PERM. AKAUTAN W17
1. NORAZELIN B. ZAIDI
PERM. TADBIR (KUP) W22
1. HANIFAH BT. HAMDANI
(KUP)
PERM. TADBIR (P/O) N22
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1. IRWAN B. WABSOR
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3. CHAI MOI YENG
PERM. AKAUTAN W17
1. NOELITA BT. AHMAD
PERM. TADBIR (P/O) N17
1. NOOR HARTI BT. DRIS
2. APON AK MUD
3. MERHANI BINTI POJI
PERM. AM PEJABAT R4 (KUP)
1. ABDUL MALEK B. ABU
BAKAR

PERGHANTAR NOTIS R12
1. JAPAR KONTENG
2. DRAHMAR WASLI
3. MAJENI IBRAHIM
4. ROBERT SAMMY EDWIN (KUP)
5. POLLY B. SALLI (KUP)
6. JAMALI @ ANDREW AJAN (KUP)
7. SARULI RAHMAN (KUP)

MAJISTRETT (L41)
1. PORTIA THAM ONG LENG

PERM. TADBIR (UNDANG-
UNDANG) L22
1. AWANG CHEK BIN AWG
SELI
PERM. TADBIR (P/O) N22
1. ALVIN DAPUS (KUP)
PERM. TADBIR (P/O) N17
1. KARTINI DOILLAH
2. AIZAN BT. SARKAWI
PERM. TADBIR (UNDANG-
UNDANG) L17
1. EMILIA AK RIQET
2. CHERLYNE AYEN
3. DIANA MOHAMMAD
4. ZURAINI MAJJEKAN
5. INTAN BT. BASUNI
6. SAPUYAH RAMLI
7. SOBAR CHIA LI MING
8. DYU SITI NURWANA
9. MENDY AK SAMI
10. HAFIRA BT. POJI
11. NORUL LATIP
12. NURUL FAKRI B. HOSSIN
13. ALIIZER ESTHER
SUMANG
14. ROOR AZLEEN
15. HURSANSIAH BT
SAHMAD
16. HOHD RIZAL BIN MAJID
17. FREDERICK GADAL
18. KASHRULBARIHAH BINTI
SALLEH
19. POLINOMI AK SINGTIN

PERM. TADBIR (UNDANG-
UNDANG) L22
1. NGUI SWER KING
2. HO GEOK SHIN
3. DYU MARHA ABG. HJ
JOBS
4. KATHA MOSEHIDI
5. ROHANA BT. ELLI
(M22)
6. HARRY JOHSDA
(M22)
7. BASIA'AH RAHMAT
(KUP)
8. YONG KIM LIAN (KUP)
9. PATIMAH ABON (KUP)
JURUBAHASA L17
1. DESMOND AK
ANDREW
2. LEO HT HOCK
3. MOHD ISWADI
4. KONGMA DORET
5. TAN YANG SUEV
6. REUBA YOLANDA
7. DYU FAIRA ELISA
8. NIYYA CHIN
9. BOHONG WAN THIR
10. YUI CHIN LING
11. MC CARTREY
12. VIVIAN YONG LING
WEE
13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

PERM. TADBIR (UNDANG-
UNDANG) L22
1. NGUI SWER KING
2. HO GEOK SHIN
3. DYU MARHA ABG. HJ
JOBS
4. KATHA MOSEHIDI
5. ROHANA BT. ELLI
(M22)
6. HARRY JOHSDA
(M22)
7. BASIA'AH RAHMAT
(KUP)
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9. PATIMAH ABON (KUP)
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5. TAN YANG SUEV
6. REUBA YOLANDA
7. DYU FAIRA ELISA
8. NIYYA CHIN
9. BOHONG WAN THIR
10. YUI CHIN LING
11. MC CARTREY
12. VIVIAN YONG LING
WEE
13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

PERM. TADBIR (UNDANG-
UNDANG) L22
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3. DYU MARHA ABG. HJ
JOBS
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(M22)
7. BASIA'AH RAHMAT
(KUP)
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9. PATIMAH ABON (KUP)
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12. VIVIAN YONG LING
WEE
13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

PERM. TADBIR (UNDANG-
UNDANG) L22
1. NGUI SWER KING
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3. DYU MARHA ABG. HJ
JOBS
4. KATHA MOSEHIDI
5. ROHANA BT. ELLI
(M22)
6. HARRY JOHSDA
(M22)
7. BASIA'AH RAHMAT
(KUP)
8. YONG KIM LIAN (KUP)
9. PATIMAH ABON (KUP)
JURUBAHASA L17
1. DESMOND AK
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3. MOHD ISWADI
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9. BOHONG WAN THIR
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11. MC CARTREY
12. VIVIAN YONG LING
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13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

PERM. TADBIR (UNDANG-
UNDANG) L22
1. NGUI SWER KING
2. HO GEOK SHIN
3. DYU MARHA ABG. HJ
JOBS
4. KATHA MOSEHIDI
5. ROHANA BT. ELLI
(M22)
6. HARRY JOHSDA
(M22)
7. BASIA'AH RAHMAT
(KUP)
8. YONG KIM LIAN (KUP)
9. PATIMAH ABON (KUP)
JURUBAHASA L17
1. DESMOND AK
ANDREW
2. LEO HT HOCK
3. MOHD ISWADI
4. KONGMA DORET
5. TAN YANG SUEV
6. REUBA YOLANDA
7. DYU FAIRA ELISA
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10. YUI CHIN LING
11. MC CARTREY
12. VIVIAN YONG LING
WEE
13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

MAJISTRETT (KUP L44)
1. . RHAFITZA BT. DATO ABDUL RAZAK

PERM. UNDANG-UNDANG L88
1. BRIAN BRYAN MASON

PERM. UNDANG-UNDANG
L22
1. ABD. RAZAK ISHAWI
2. MORNI LITA MOKHTAR
3. AIDA BINTI MONTONG

JURUBAHASA L22
1. NGUI SWER KING
2. HO GEOK SHIN
3. DYU MARHA ABG. HJ
JOBS
4. KATHA MOSEHIDI
5. ROHANA BT. ELLI
(M22)
6. HARRY JOHSDA
(M22)
7. BASIA'AH RAHMAT
(KUP)
8. YONG KIM LIAN (KUP)
9. PATIMAH ABON (KUP)
JURUBAHASA L17
1. DESMOND AK
ANDREW
2. LEO HT HOCK
3. MOHD ISWADI
4. KONGMA DORET
5. TAN YANG SUEV
6. REUBA YOLANDA
7. DYU FAIRA ELISA
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9. BOHONG WAN THIR
10. YUI CHIN LING
11. MC CARTREY
12. VIVIAN YONG LING
WEE
13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

PERM. UNDANG-UNDANG
L22
1. NGUI SWER KING
2. HO GEOK SHIN
3. DYU MARHA ABG. HJ
JOBS
4. KATHA MOSEHIDI
5. ROHANA BT. ELLI
(M22)
6. HARRY JOHSDA
(M22)
7. BASIA'AH RAHMAT
(KUP)
8. YONG KIM LIAN (KUP)
9. PATIMAH ABON (KUP)
JURUBAHASA L17
1. DESMOND AK
ANDREW
2. LEO HT HOCK
3. MOHD ISWADI
4. KONGMA DORET
5. TAN YANG SUEV
6. REUBA YOLANDA
7. DYU FAIRA ELISA
8. NIYYA CHIN
9. BOHONG WAN THIR
10. YUI CHIN LING
11. MC CARTREY
12. VIVIAN YONG LING
WEE
13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

PERM. UNDANG-UNDANG
L22
1. NGUI SWER KING
2. HO GEOK SHIN
3. DYU MARHA ABG. HJ
JOBS
4. KATHA MOSEHIDI
5. ROHANA BT. ELLI
(M22)
6. HARRY JOHSDA
(M22)
7. BASIA'AH RAHMAT
(KUP)
8. YONG KIM LIAN (KUP)
9. PATIMAH ABON (KUP)
JURUBAHASA L17
1. DESMOND AK
ANDREW
2. LEO HT HOCK
3. MOHD ISWADI
4. KONGMA DORET
5. TAN YANG SUEV
6. REUBA YOLANDA
7. DYU FAIRA ELISA
8. NIYYA CHIN
9. BOHONG WAN THIR
10. YUI CHIN LING
11. MC CARTREY
12. VIVIAN YONG LING
WEE
13. SHIRLEY YU DUERH
LING
14. MINGGU ATONG
15. WONG BIK YENG
16. DYU LATIPAH

PERM. PEJABAT
R1
1. MOHD
SAIFUL
DRIS
2. NORUL
FAIHA

Tarikh: _____

PERMOHONAN CUTI

1. Nama Penuh Pemohon: _____
2. Jawatan: _____
3. Jenis Cuti : _____
4. Tempoh Cuti : Mulai _____ Hingga _____ (_____ hari)
5. Tujuan Bercuti: _____

(a) **Pegawai-Pegawai Yang Membicarakan Kes:**

** (i) Kes yang telah ditetapkan untuk dibicarakan dalam masa saya bercuti akan dibicarakan oleh:

Nama :

Jawatan :

dan ia bersetuju berbuat demikian.

.....
(Tandatangan Pegawai)

** (ii) Tida ada kes-kes yang hendak dibicarakan dalam masa saya bercuti.

** (iii) Kes-kes yang telah ditetapkan untuk dibicarakan seperti dalam senarai dikepilkan akan ditangguhkan.

(b) **Pegawai-Pegawai Lain:**

** (i) Tugas-tugas saya dalam masa bercuti akan diambil alih oleh:

Nama : _____

Jawatan : _____

dan ia bersetuju berbuat demikian.

.....
(Tandatangan Pegawai)

****TIDAK ADA PENGGANTI**

6. Saya masih ada baki cuti sebanyak _____ hari.

7. Dalam masa saya bercuti, saya boleh dihubungi di alamat:

No. Telefon: _____

8. Saya juga memohon ke luar negeri dalam masa saya bercuti.

.....
(Tandatangan Pemohon)

Saya **menyokong/tidak menyokong permohonan ini.

.....
(Tandatangan Pegawai Kanan)

Nama Penuh:

.....

Jawatan:

Permohonan **dibenarkan/tidak dibenarkan.

Tarikh:

.....
(T/tangan Pegawai Yang Membenarkan)

Nama Penuh:

.....

Jawatan:

Sudah dimaklumkan kepada pemohon dan direkodkan ke dalam Buku Perkhidmatan.

Baki Cuti Rehat: _____ hari

Tarikh:

.....
(T/tangan Pegawai yang Menjaga Rekod Cuti)

Nama Penuh: _____

Jawatan: _____

****POTONG MANA YANG TIDAK BERKENAAN**

PERMOHONAN CUTI SAKIT

Kepada:.....
(Ketua Bahagian/Unit)

Saya memohon kebenaran cuti sakit selama.....hari mulai
*daripada/pada.....hingga.....
Bersama-sama ini disertakan Sijil Sakit untuk rujukan tuan.

Catatan:

Tandatangan:.....
(Pemohon)

Nama Penuh:.....
(HURUF BESAR)

Jawatan:.....

Tarikh:.....

Kepada:.....
(Pegawai Yang Meluluskan Cuti)
Permohonan Cuti di atas *disokong/tidak disokong

Tarikh :

.....
Tandatangan Ketua Bahagian/Unit

Permohonan cuti di atas * diluluskan/tidak diluluskan

Catatan :

.....
Tandatangan Pegawai Yang
Meluluskan Cuti

Tarikh:

(Kepilkan Sijil Sakit disini)



LOG MASUK TERAKHIR : 23 OGOS 2013, 3:10 PM

ID PENGGUNA : 7418103135572 NAMA : YOLANDA LEBAM ANAK KAWI

- Formulasi & Penilaian Strategi
- Perolehan Sumber Manusia
- Pembangunan
- Pengurusan Kerjaya
- Pengurusan Sarana Faedah & Ganjaran
- Pengurusan Komunikasi & Tatatertib Pekerja



- Pengurusan Prestasi
- Data Perjawatan
- Penilaian Kompetensi
- Pengurusan Rekod Peribadi
- Penamatan Perkhidmatan
- Perkhidmatan Maklumat
- Pentadbiran Sistem

Peti Pesanan HRMIS

Keluar

Peti Pesanan HRMIS untuk transaksi terkini